

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

RETIREMENT INVESTMENT OFFICER 1

DEFINITION

Under general supervision, performs specialized technical investment administrative work in the development and execution of various programs of the investment program of IPERS; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Performs analytical and evaluative responsibilities related to the investment of the system's portfolios; analyzes cash flow for the fund and other investment related analysis in order to keep management aware of market conditions and the fund's position.

Performs key components of various programs pertaining to the inter-relationship between IPERS, its custodian bank, and other financial institutions with which it deals on a daily basis; participates in the execution of policy related to the institution under contract with IPERS.

Performs technical responsibilities for management in their evaluation and screening of alternate investment vehicles and proposals; the development of future investment strategies, portfolio diversification, and funds' allocation; in their analysis of investment policy to determine which services can be performed internally; and their review of investment policy parameters and changes in investment policy to reflect changes in economic conditions and the investment environment.

Interacts on specific programs with traders, brokers, and investment managers throughout the country in order to develop contacts within the financial industry and participates in the liaison with the investment department in the State Treasurer's Office.

Performs research of a variety of investment periodicals and journals in order to stay abreast of current market situations, trends, forecasts, and projections of investment firms; researches economic trends and analyzes financial reports.

COMPETENCIES REQUIRED

Knowledge of the basic characteristics of all forms of stocks, bonds, and short-term investments.

Knowledge of corporate and financial accounting systems.

Ability to acquire knowledge of stock and bond portfolio management.

Ability to acquire knowledge of the economic and political factors affecting interest rates and stock prices.

Ability to acquire knowledge and understanding of financial requirements of a wide variety of business enterprises.

Ability to acquire the knowledge to analyze and interpret accurately financial statements of documents which are submitted in relation to pending or completed negotiations.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university with a major emphasis in accounting, finance or investments and two years of responsible experience in investment work for a stock exchange, investment or banking firm or institutional investor, public or private pension system, treasurer's office, or auditor's office, or in investment accounting, or an equivalent related experience;

OR

an equivalent combination of education and experience substituting one year of the above specified experience for each year of the required education;

OR

Certified Public Accountant designation may be substituted for one year of the experience specified above;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of thirty-six months of full-time work as a Retirement Investment Technician.

Effective Date: 11/91 BK